



Unemployment Insurance Agency
On-Line Service for Employers
Employer Web Account Manager
(EWAM)

Finding EWAM - UIA





Finding EWAM – MBOS Part 1



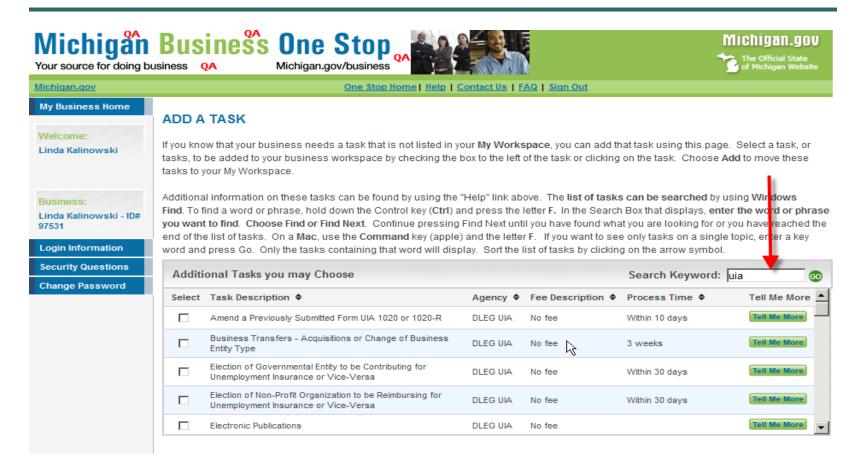
Text Version of Governor's Message

Announcements

2010 Governor's Small Business and Entrepreneur Outreach Schedule

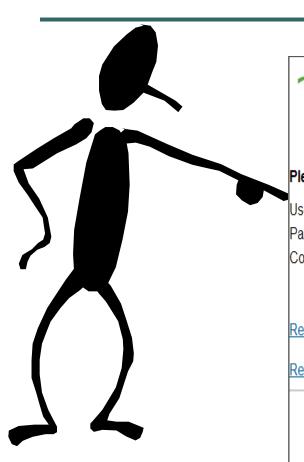


Finding EWAM – MBOS Part 2





Link to EWAM







Please enter your existing EWAM authentication information.

User Name:	
Password:	
Confirm Password:	
	Submit

Reset your password

Register for new account

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EWAM Sign In Page



COOKIES - You must temporarily enable 'Cookies' to log into the B2G portal. Click <u>COOKIES</u> for instructions.

Tod Mast si	giriiri	pefore accessing your Emplo	yer web Account.
New user?	or	Already have an accoun	t?
To use this web site, you'll need to register first.			ne and <u>password</u> for your employer ployment Insurance Agency.
To register, you'll need your UIA account number and your		Username:	Forgot your username?
address of record.		Password:	Forgot your password?
Register as a new user >>			
			Sign In

EWAM Auto Enrollment

UIA 1024 (Rev 11/09)



AUTHORIZED BY MCL 421.1 et seq

JENNIFER M. GRANHOLM GOVENOR UNEMPLOYMENT INSURANCE AGENCY
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
STANLEY "SKIP" PRUSS, DIRECTOR
SUSAN R. CORBIN, DEPUTY DIRECTOR

STEPHEN M. GESKEY DIRECTOR UNEMPLOYMENT INSURANCE AGENCY

November 02, 2009



Dear Employer,

The Unemployment Insurance Agency (UIA) strives to increase the convenience of conducting business with the Agency. Our latest step is to establish an Employer Web Account Manager (EWAM) account for your business. EWAM is a free on-line service that offers the ability to do business with the UIA through the internet. You can access this service through the UIA website at http://www.michigan.gov/uia.

Some of the many benefits of using this on-line service are:

- The ability to file your quarterly tax and wage reports and pay your unemployment taxes on-line,
- Access to your report, payment, tax rate histories and benefit charge summary statements so you can
 more efficiently monitor claim activities and minimize fraud,
- Access to a free electronic version of the Employer Handbook,
- The ability to change your business address or telephone number, and
- The ability to respond to employee separation questionnaires and file protests to unemployment claims or tax determinations to receive more prompt determinations.

To access your EWAM account, two items are needed. The first is the seven-digit account number assigned to you when you registered with the Agency. You can find this number on any pre-printed form from UIA.



Forgot Username and Password Processes



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Security Agreement



Employer Web Account Responsibilities

All employers and their representatives must agree to follow the established criteria for use of any application within the Unemployment Insurance Agency (UIA) Employer Web Portal. Violation of these policies will result in the loss of access privileges:

Account Owners:

- The Account Owner is the individual who creates the Employer Web Account for the employer.
- All information provided during the creation of the Employer Web Account must be complete and accurate. If an account is set up based on erroneous or misleading, the account privileges will be revoked and no future account will be created
- The Account Owner assumes all responsibility for the use of the agency's services by their authorized account users.
- The Account Owner will manage the account users' use of the UIA Employer Web Portal and ensure
 the users understand and comply with the rules and policies.

Account Owners and Added Users to the Account:

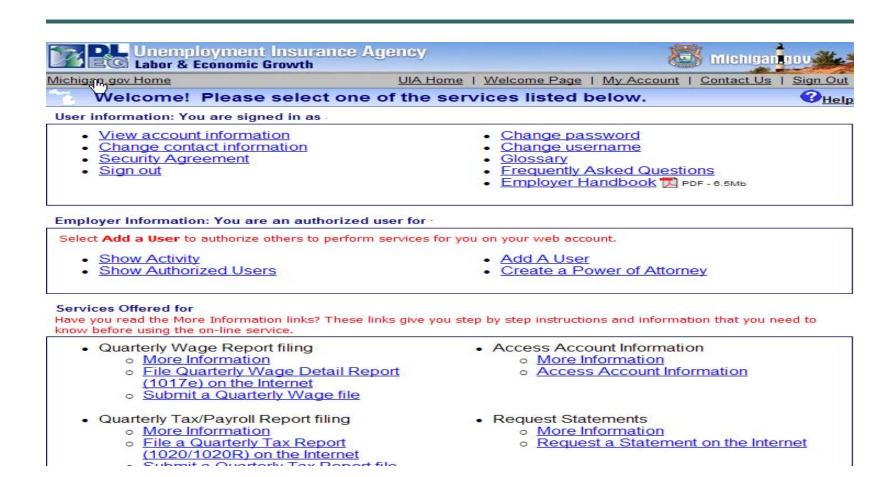
All information provided to Add a User to an Employer Web Account must be complete and
accurate. If a user is added based on erroneous or misleading information, the account privileges will
be revoked and no future account will be created.



Contact Information

Unemployment Insurance Agency Labor & Economic Growth	Michigan gov **
Michigan.gov Home	UIA Home Welcome Page My Account Contact Us Sign Out
Change Contact Information	
* indicates a required field	
Username:	
* Company Name:	
* Contact Information:	
* First Name:	
* Last Name:	
^ Job Title:	
* Contact Phone:	
^ Email Address:	
* Secret Question: Select a Secret Qu	estion 🔻
^ Secret Answer:	
Michigan.gov Home	State Web Sites Contact UIA

Welcome! (Home Page)





User Information



- User information: You are signed in as
 - View account information
 - Change contact information
 - Security Agreement
 - Sign out

- Change password
- Change username
- Glossary
- Frequently Asked Questions
- Employer Handbook PDF 6.5Mb

Employer Handbook

State of Michigan Department of Labor & Economic Growth UNEMPLOYMENT INSURANCE AGENCY

Employer Handbook

The Employer Handbook was developed as a guide through those areas of the law which employers told us were often frustrating and confusing. Written, in part, by the Employer Forum, a task force of Michigan employers and Unemployment Insurance Agency (UIA) staff, the Handbook covers the variety of topics listed below.

The Employer Handbook consists of the following:

- A. Employers Guide to the Liability of Employers and Coverage of Employees when does an employing unit become an employer and subject to paying taxes, who are employees, and which are exempt from coverage?
- B. Records and Reports Required of Employers and Penalties for Non-Compliance what reports must you file with the UIA, when do you file them, and what happens if you don't?
- C. Employers Guide to Unemployment Insurance Taxes how is your tax rate calculated, can a voluntary payment help, and what happens when you buy someone else's business?
- D. Employers Guide to the Payment of Unemployment Benefits when is an unemployed worker disqualified for benefits, how are you notified when benefits are paid, and what are the best ways to save money?
- E. A Guide to Administrative Law Judge (ALJ) Hearings what is evidence, how do you make your best case before the ALJ, and what actually happens at the hearing?
- F. Advocacy Fact Sheets what is misconduct, voluntary leaving, and suitability of work? Fact sheets cover the most frequently appealed issues.
- G. The Michigan Employment Security Act an up-to-date copy of the entire law.
- H. UIA Administrative Rules the up-to-date copy of the rules that supplement the MES Act, and have the force and effect of law.
- I. UIA Fact Sheets These fact sheets cover assorted topics, such as how to claim jobless benefits, the "Nanny Tax," Filing Wage Detail Reports thrugh the web, and filing claims by telephone.
- J. UIA History A brief history of how unemployment insurance developed and evolved into the program that it is today in Michigan and the United States.

0.07.0500

- K. The UIA's Web Site www.michigan.gov/uia. The site contains information about UIA programs and services, as well as forms and publications, a list of Agency contacts and office locations, and UIA news releases.
- L. Index.



Employer Information

- Record of Activities Performed by Account Owner and All Authorized Users
- Ability to Authorize Users
- Ability to Manage Authorizations
- Ability to Submit a Power of Attorney

Employer Information: You are an authorized user for

Select **Add a User** to authorize others to perform services for you on your web account.

- Show Activity
- Show Authorized Users

- Add A User
- Create a Power of Attorney

Creating a Power of Attorney

Power of Attorney Authorization	n forn	n. _T	
Issued under authority of the Revenue Act. Completic Complete this form if you wish to appoint someone to PART 1 - EMPLOYER INFORMATION			n on UIA Tax or Benefit matters.
Employer Name:		Employer Account	Info:
Company Name : .		UIA Tax Account #	
Doing Business As (DBA):		FEIN	1:
Employer Business Address:		Phone #	# :
PART 2 - REPRESENTATIVE INFORMATION			
		Address line2 * ZIP/Postal	
Mailing Address: (if different than Business/Phy	sical Ad		
Address line1	7	Address line2	
		TID ID	
City	tate	ZIP/Postal	
	_		
* Contact Name	* Cor	ntact Person's Title	
* Contact Phone # (999) 999-9999	Cont	act Fax # (999) 999-9999	Contact Email
* Beginning Authorization Date	Endi	ng Authorization Date	MM/DD/YYYY

NOTE: If no Ending Authorization Date is provided, the above named representative will be authorized to represent you until you notify the Michigan Unemployment Insurance Agency (UIA) in writing that the Power of Attorney is revoked.

PART 3 - TYPE OF AUTHORIZATION

Full or Limited POA?

. –		* Contact Person's Title				
Jane Doe		Representative				
* Contact Phone # (999) 999-9999		Contact Fax # (999) 999-9999	Contact Email			
313-555-1111		313-666-2222	doe@msn.com			
* Beginning Authorization Date		Ending Authorization Date	_			
01/01/2007	MM/DD/YYYY		MM/DD/YYYY			
NOTE: If no Ending Authorization Date is provided, the above named representative will be authorized to represent you until you notify the Michigan Unemployment Insurance Agency (UIA) in writing that the Power of Attorney is revoked.						
ART 3 - TYPE OF AUTHORIZATION	1					
Check Type of Authorization (pleas	se select enel:					
		ntativa tar [4] luana et an reasiva	acufidantial information, [2]			
General Authorization - Author						
agreements; [5] Receive mail (incl		Represent me and make oral or written presentations of fact and/or argument; [3] Sign reports; [4] Enter into				
		lings and payment notices).				
C Limited Authorization	rading rolling, pri	iings and payment notices).				
C Limited Authorization Please select the type of authorization						
	on by checking th		C Yes ⊙ No			
Please select the type of authorization	on by checking th information	e appropriate boxes.	CYes ⊙ No CYes ⊙ No			
Please select the type of authorization 1. Inspect or receive confidential in	on by checking th information	e appropriate boxes.				
Please select the type of authorization 1. Inspect or receive confidential in 2. Represent me and make oral/v	on by checking th information	e appropriate boxes.	C Yes ⊙ No			
Please select the type of authorization 1. Inspect or receive confidential in 2. Represent me and make oral/violation 3. Sign Returns	on by checking th information	e appropriate boxes.	C Yes ⊙ No			

Add Power of Attorney

indicates a required field

Overview of Online Services

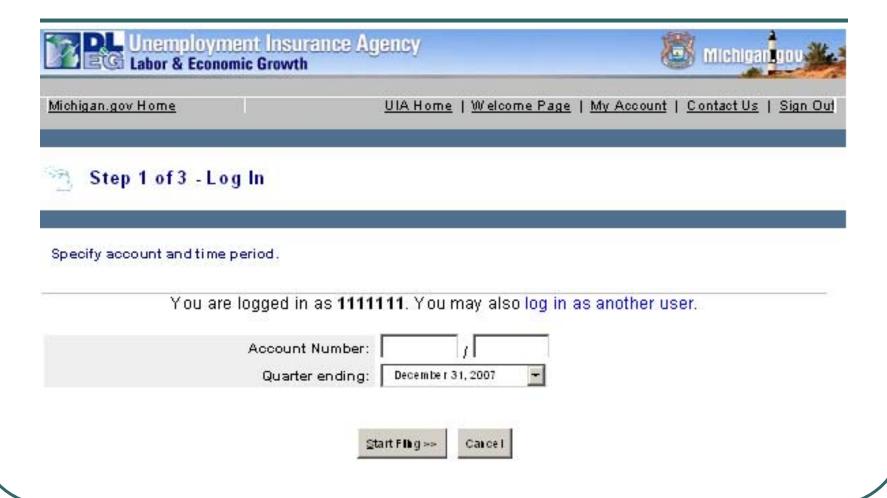
Have you read the More Information links? These links give you step by step instructions and information that you need to know before using the on-line service.

- · Quarterly Wage Report filing
 - More Information
 - File Quarterly Wage Detail Report (1017e) on the Internet
 - Submit a Quarterly Wage file
- Quarterly Tax/Payroll Report filing
 - More Information
 - File a Quarterly Tax Report (1020/1020R) on the Internet
 - Submit a Quarterly Tax Report file
- Amended Quarterly Tax/Payroll Report filing
 - More Information
 - o File an Amended Tax/Payroll Report (1021/1021R) on the Internet
- Tax Payment
 - More Information
 - Make a Tax Payment
- Bulk Tax Payment
 - o More Information
 - Make a Bulk Payment
- Request for Registration and Seeking Work Waiver
 - More Information
 - Registration and Seeking Work Waiver

- Access Account Information
 - More Information
 - Access Account Information
- Request Statements
 - More Information
 - Request a Statement on the Internet
- Employer Filed Claims
 - More Information
 - o Submit an Employer Filed Claims file
- Separation Information Response
 - o More Information
 - Submit a Response to Employer Separation Information Request
- Employer Tax Protest
 - More Information
 - Submit a Protest for an Employer Tax Issue
- Michigan Tax Credit
 - More Information
 - File a Michigan Tax Credit



File 1017e





Submit a Wage Detail File

Unemployment Insura Labor & Economic Growth	nce Agency Michigan gov
<u> Aichigan.gov Home</u>	UIA Home Welcome Page My Account Contact Us Sign Out
Step 1 of 3 - Contact info	rmation and file type
Contact information:	
* Your name: Linda Kalinowski	
* Phone number: (313) 456-2146	
* Email address:	
	mail address registered with your account to inform you of the file's status as it is ne number to contact you in case of any unexpected problems with the file.
 Quarterly Wage Data (276 byte 	records) view format (opens in a new window)
 Quarterly Wage Data (72 byte r 	ecords) view format (opens in a new window)
	Next >> Cancel



File Form UIA 1020 / UIA 1020-R



File Electronic Quarterly Tax Report

Current Quarter (3rd, 2008) Report Due: Saturday, October 25, 2008

All Liable Employers are required by Section 13 of the Michigan Employment Security Act (MCL 431.12) and Administrative Rule 421.121 of the Unemployment Insurance Agency (UIA) to disclose their tax liablity by filing a Quarterly Tax Report. Failure to file a timely Quarterly Tax Report will result in a Penalty Due. The Penalty is 10% of the Tax Due for the Quarterly Tax Report, minimum of \$5.00 and maximum of \$25.00. In addition, interest accrues at the rate of 1% per month (computed on a day-to-day basis) on all taxes remaining unpaid after the due date as provided by Section 15(a) of the Act. Failure to pay can result in the filing of a Tax Lien as provided by Section 15(a) of the Act.

Please select the type of report you are filing.

Employer's Quarterly Tax Report (Form UIA 1020/UIA 1020R) Select this option to file a new Tax Report.

Amended Quarterly Tax Report (Form UIA 1021/UIA 1021R) Select this option to amend a previously submitted Tax Report.

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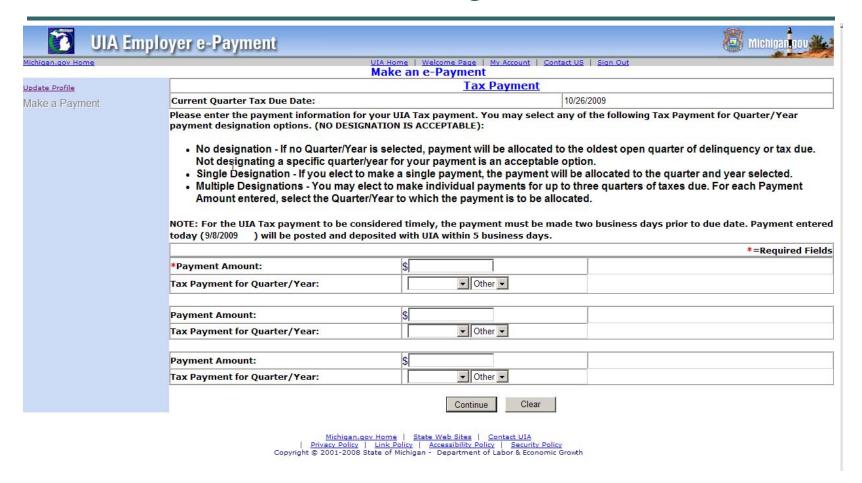
Submit a 1020/1020R File



Create a Payment Profile



Make an e-Payment





Bulk Tax Payment

UIA Emp	loyer e-Payment		Michigan gov
Upload Bulk e-Payment File	Submit Bulk e-Payment File(s)	Browse Submit Cancel	*=Required Fields view Payment File format (opens in a new window) *File Payment Total

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Request for Work Waiver





Access Account Information



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Update Your Address

Address Change

You must complete both Physical Address and Mailing Address if you are submitting an address change, even if only one has changed. Changes to your multi-unit and/or designated form mailing address(es) can not be made through this web site. Please select the Access Account Information More Information link for instructions on how to submit these address changes.

Business, mailing, and telephone number

	Do not enter a Post Office box	Mailing Address **
Street Address		
Street Address Additional		
City		
State	Select State ▼	Select State
Zip Code		

** The Mailing Address is for the Business Mailing Address. To request a change to mailing address to an employer representative (CPA, Service Bureau, Attorney, etc.), YOU MUST FILE A POWER OF ATTORNEY AUTHORIZATION FORM. Click here http://www.michigan.gov/documents/151f 2765 7.pdf for a copy of the Power of Attorney Authorization Form.

Telephone Number Change

New Telephone Number

999-999-9999

Changing Account Information: If you have discontinued or ceased business activity, discontinued employment, sold or transferred ownership of all or part of your business, formed a new partnership or corporation, merged or changed your status as a sole proprietorship or corporation, you must file a Report of Discontinuance or Disposition of Business, Form UIA 1772. Click here http://www.michigan.gov/documents/uia UC1772 76114 7.pdf for a copy of Report of Discontinuance or Disposition of Business.

You must provide the following information in order to submit changes.

- * Preparer's Name
- * Preparer's Company Name
- * Preparer's Telephone
- * Preparer's Web Account Password

Submit

Clear

999-999-9999

Report a Business Transfer or Acquisition



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Payment History

Employer Payment History

Employer Name:

SAMPLE EMPLOYER

Business Address:

123 Anywhere Detroit, MI 48202

If the UIA receives your payment along with a quarterly tax report, the payment will be credited to that quarter. If the UIA receives your payment without a quarterly tax report, the payment will be credited to the oldest quarter (as permitted by the statute of limitations) that shows a delinquency, then the next oldest quarter, and so on. Within a quarter, the applied first to penalty, then to interest, and finally to taxes.

Printer

If it shows, below, that your payment was applied to quarter "9/9999," it means that the UIA temporarily placed in this quarter, either because (1) you made an overpayment to your account and there is no quarter to a because (2) the UIA received your payment without a tax report and there is no quarter to apply it to, or because is in the process of adjusting your account and needed a place to temporarily put the credit.

If you have a delinquency in more than one quarter, your payment will be applied to each of those delinquent qu

Contributing Employers: A payment received with a tax report is applied against the due amount for the quality the report with which it was received. A payment received without a tax report or an overpayment received with is applied to the oldest delinquency on your account.

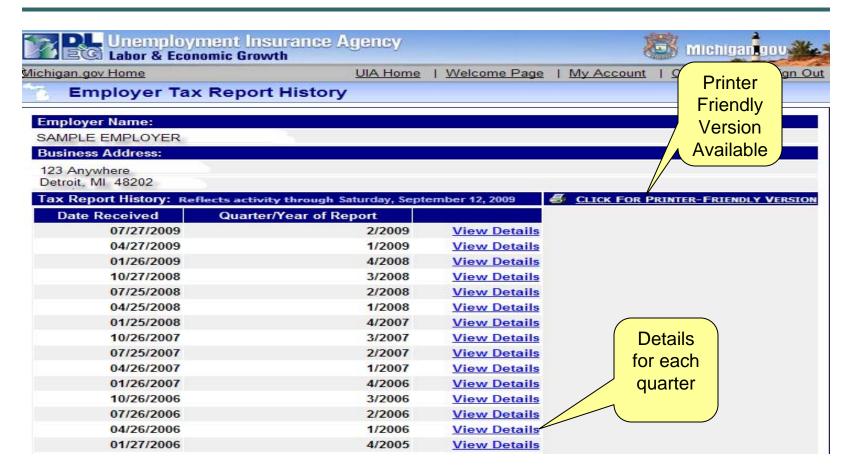
Payment History: Reflects activity through Saturday, September 12, 2009		CLICK FOR PRINTER-FRIENDLY VERSION	
Date Received	Payment Amount	Quarter/Year Applied	
07/27/2009	\$ 92.66	2/2009	
04/27/2009	\$ 39,260.51	1/2009	
01/26/2009	\$ 4,078.61	4/2008	
10/27/2008	\$ 2,967.31	3/2008	
07/25/2008	\$ 7,422.65	2/2008	
04/25/2008	\$ 37,432.35	1/2008	
01/25/2008	\$ 3,047.74	4/2007	
10/26/2007	\$ 1,234.23	3/2007	

Friendly

Version

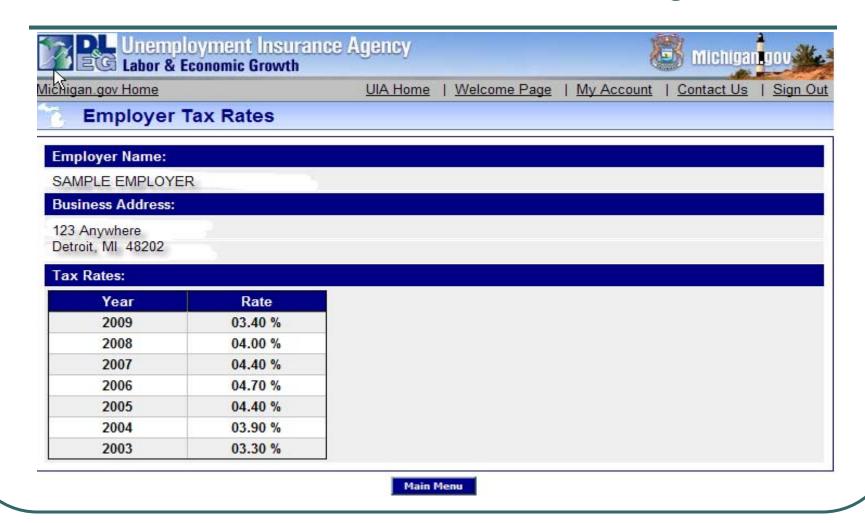
Available

Report History





View Tax Rate History





Request Statements



Request Statement

IRS Certification of Accounts

A statement certifying to the Internal Revenue Service (IRS) the correctness of the amounts claimed by employers as paid to Michigan's unemployment compensation plan. Under the Federal Unemployment Tax Act (FUTA), contributing employers are required to file Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return. Employers are allowed to claim a credit (maximum of 5.4%) against this tax for taxes paid to a qualified state unemployment compensation plan.

Summary of Benefit Charges and Credits

A quarterly statement summarizing the total benefits charged against an employer's account during the period. This summary includes the claimant's name and social security number, number of checks issued and the total dollar amount paid.

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Submit a Protest



Employer Protest Options

Click link to file a Protest of a Determination or Appeal the Redetermination of your Tax Rates - <u>Protest of a (Re)Determination - Tax Rates [UIA 1471-T]</u>

Click link to file a Protest of a Determination or Appeal the Redetermination of your Tax Liability
Protest of a (Re)Determination - Liability [UIA 1471-L]

Click link to file a Protest of a Determination or Appeal the Redetermination of an Assessment/Collection notice - <u>Protest of a (Re)Determination - Collections [UIA 1471-C]</u>

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Employer Filed Unemployment Claims

lich	gan.gov Home	UIA Home Welcome Page My Account Contact Us Sign Ou
B	Step 1 of 3 - Contact i	nformation and file type
Cor	tact information:	
	* Your name:	
	* Phone number:	
	* Email address:	
pro	I fields are required. We will use th	e email address registered with your account to inform you of the file's status as it is phone number to contact you in case of any unexpected problems with the file.
pro	I fields are required. We will use the cessed. We will use your name and	

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Separation Information Response



Employer Separation Information



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Employer Protest Menu

Employer Information

UC Account Number: Employer Name:

Please select from the following options:

- View Unanswered 1713 Fact Finding Issues, Select this option to view the list of fact finding issues where no response has yet been provided through the web application. This list will contain only those issues that were created within the past 14 days. From this option, you can select a claimant/issue to answer the 1713 questions on-line.
- View Answered 1713 Fact Finding Issues, Select this option to review responses submitted through the web to previously answered 1713 Fact Finding Issues.
- Search by Issue Number Select this option to search for an Answered or Unanswered 1713 Fact Finding Issue.
- . Identify a Claimant to File a Protest. Select this option to enter a specific claimant for whom you wish to file a protest.

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Michigan Tax Credit

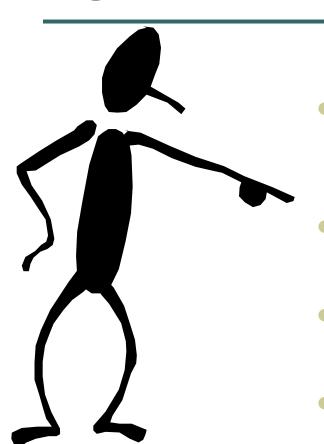


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Register for Taxes (eRegistration)



- Joint registration with Michigan Department of Treasury and UIA
- Register for Only Taxes Needed
- Register Business Transfers
- Power of Attorney



eRegistration from MBOS



Select Taxes

eRegistration for Michigan Taxes	Michigan gov
Michigan.gov Home MEDC Business Startup Guide Contact Us FAO Glossari reasury 518 e-Registration for Michigan Taxes - Tax Information	y I Sign Out
	* Required Fiel
FAX INFORMATION	
Month tax year ends* 12 (enter month in MM format) SALES TAX	
 Are you registering for Sales Tax? Yes No If Yes: 	
a. Sales Tax Liability Begin Date: (MM/DD/YYYY)	
 Estimated monthly payment for Sales Tax: 	
□ Up to \$65	
C Up to \$300	
C Over \$300	
Sve. \$360	
USE TAX	
■ Are you registering for Use Tax?* Yes 🚨 No 🥌 If Yes:	
a. Use Tax Liability Begin Date: (MM/DD/YYYY)	
b. Estimated monthly payment for Use Tax:	
C Up to \$65	
C Up to \$300	
Over \$300	
INCOME TAX WITHHOLDING	
Are you registering for Income Tax Withholding?* Yes No E If Yes:	
a. Income Tax Withholding Liability Begin Date: (MM/DD////Y)	
b. Estimated monthly payment for Income Tax:	
Up to \$65	
□ Up to \$300	
C Over \$300	
ANNUAL GROSS RECEIPTS (Michigan Business Tax is required only if annual gross receipts in Mich	igan exceed \$350,000)
■ Are the Annual Gross Receipts over \$350,000 7 Yes C No C If Yes:	
a. Annual Gross Receipts over \$350,000 Begin Date: (MM/DD/YYY	
a. Almost vioss neverbs over \$550,000 begin bate.	•



Status of Registration



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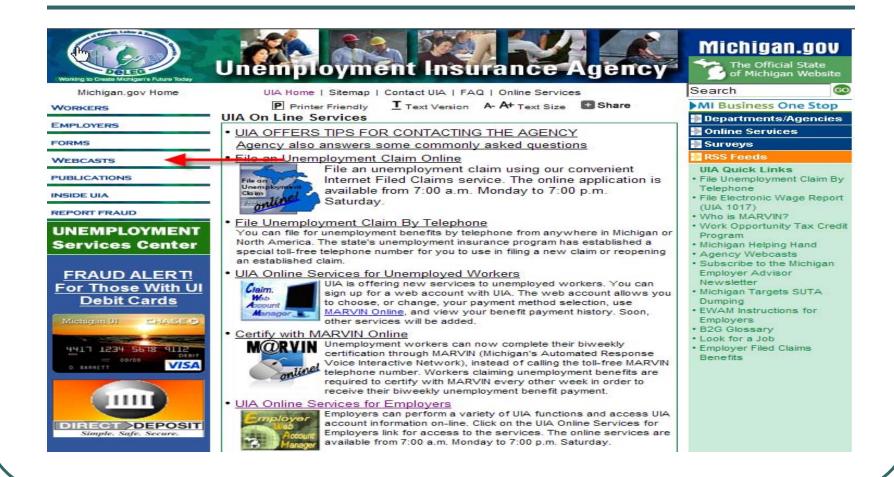


Customer Assistance Center Michigan Business One Stop





Webcasts





Unemployment Insurance Agency eRegistration and/or EWAM Support

EWAMSupport@michigan.gov

Phone: 313-456-2188

Monday through Friday 8 am to 5 pm

